

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List



On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage![™], a menu-driven data base system.
The INTERNET address for GSA Advantage![™] is www.GSAAdvantage.gov.

GS23F-0164M

ADVERTISING AND INTEGRATED MARKETING SOLUTIONS (AIMS)

SIN 541-4D CONFERENCE, EVENTS AND TRADE SHOWS

SIN 541- OTHER DIRECT COSTS
2000/2000RC

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at www.fss.gsa.gov.



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Greensboro, NC • Baltimore, MD, • Washington, DC

MEETING SERVICES, INC
3505 VERNON WOODS DR.
SUMMERFIELD, NC 27358-8953
Phone: 336-451-0553
Fax: 336-644-6205
cindysmith@meetingservicesinc.com
<http://www.meetingservicesinc.com>



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Contract Number: ***GS-23F-0164M***

DUNS Number: ***135395783***

Socio Economic: **Small business**
SBA Certified Small Disadvantaged business
Women Owned business

8(a) Certified – June 2005

Period Covered by Contract: ***April 19, 2002 to April 18, 2012***

Products and ordering information in this Authorized FSS Training Aids & Devices, Instructor-Led Training; Course Development; Test Administration Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage!

by accessing the Federal Supply Service's Home Page via the Internet at

<http://www.fss.gsa.gov> .



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CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s), SINS.
SIN 541- OTHER DIRECT COSTS
2000/2000RC
SIN 541-4D CONFERENCE, EVENTS AND TRADE SHOWS
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- Lowest price unit: Registration Center Manger \$28.68 – per hour
- Please see page 7 for labor categories and hourly rates.
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum order.
\$1,000,000 per SIN
3. Minimum order.
\$100
4. Geographic coverage (delivery area). United States, Canada, International Destinations.
Worldwide. Services provided within and outside of the continental United States
5. Point(s) of production: Summerfield (suburb of Greensboro) NC. Additional Offices in Washington, DC, Dallas, TX, Jacksonville, FL, Pittsburgh, PA, Chicago, IL.
6. Discount from list prices or statement of net price. Prices listed are GSA net, discount deducted
7. Quantity discounts.
- | | |
|-----------------------|------|
| \$100,000 - \$250,000 | 1% |
| \$250,000 - \$999,999 | 2% |
| \$1,000,000 and above | 2.5% |
- Applicable to Labor only.**
8. Prompt payment terms. Net 30; For invoices paid within 15 days of receipt, +.5%
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
Government purchase cards are accepted.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Government purchase cards are accepted above micro-purchase threshold.
10. Foreign items (list items by country of origin).



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- 11a. Time of delivery. 24 hours
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. Overnight delivery is available.
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. Urgent requirements are possible. Please contact the contractor with requirements.
- 12. F.O.B. point(s). Destination
- 13a. Ordering address(es).
Meeting Services, Inc.
3505 Vernon Woods Drive
Summerfield, NC 27358
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es).
Meeting Services, Inc.
3505 Vernon Woods Drive
Summerfield, NC 27358
- 15. Warranty provision. – standard commercial warranty
- 16. Export packing charges, if applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).
N/A
- 19. Terms and conditions of installation (if applicable).
N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
N/A
- 20a. Terms and conditions for any other services (if applicable)
- 21. List of service and distribution points (if applicable).
N/A
- 22. List of participating dealers (if applicable).
N/A



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- 23. Preventive maintenance (if applicable).
N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ .
- 25. Data Universal Number System (DUNS) number.
135395783
- 26. Notification regarding registration in Central Contractor Registration (CCR) database.
MSI is actively in CCR Database: Cage Code: 1X6R4



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GSA Pricing

SERVICE PROPOSED (e.g. Job Title/Task)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE OFFERED TO GSA (including IFF) 2010 rates (April 19, 2010 – April 18, 2011)	PRICE OFFERED TO GSA (including IFF) 2011 rates (April 19, 2011 – April 18, 2012)
<i>Managing Director</i>	<i>Hourly</i>	\$151.36	\$156.67
<i>Program Director</i>	<i>Hourly</i>	\$100.38	\$103.89
<i>Program Manager</i>	<i>Hourly</i>	\$89.52	\$92.65
<i>Technical Director</i>	<i>Hourly</i>	\$100.38	\$103.89
<i>Meeting Coordinator</i>	<i>Hourly</i>	\$57.38	\$59.40
<i>Registration Center Manager</i>	<i>Hourly</i>	\$28.68	\$29.69

LABOR CATEGORY	DESCRIPTION	EXPERIENCE REQ
Managing Director	<p>Managing Director will provide expertise and guidance for programs under the Program Director/Managers' direction. The Managing Director serves as the industry expert and will offer direction on all programs under their assignment. They will oversee the overall successful execution of the conferences and manage any contractual matters between MSI and the government agency.</p> <p>The Managing Director will be widely recognized as an expert in the conference and trade show industry as a result of certification, authoring, and be actively involved in the furthering of the industry through involvement in one or more influential organizations in the hospitality industry and involved in education for the hospitality industry. This involvement will facilitate this person(s) being well versed in current issues, challenges, trends, or requirements for government meetings in the current conference/meeting environment.</p>	This position requires a minimum of 15 years of experience in the meeting planning industry.
Program Director	<p>Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with customer. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work</p>	<p>Minimum ten (10) plus years of experience is required in a technically related function. B.S./B.A. in business, public relations, marketing or related discipline or equivalent experience and expertise. Industry certifications of MSI, CGC, or CGMP. Demonstrated commit to meeting planning industry via involvement in associations and education endeavors, publication</p>



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	products.	in industry trade materials.
Technical Director Including the following specialties: Audio Visual Technical director Website Technical Director Graphic Technical Director - Writer/Editor	Provides direct support to consultants and other personnel engaged in consulting activities. Must have two years experience in related fields (audio visual service, website development or composing and producing technical documentation with specialized experience. Must demonstrate the ability to work independently or under minimal direction from others. Must have proven abilities in client and program support functions.	Minimum five (5) years of experience with one (1) year experience in related field of audio visual, website development or writer/editor. B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).
Program Manager	Responsible for providing management oversight and planning of pre, on-site, and post meeting /conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	Minimum three (5) years of applicable experience which includes at least one (1) year of meeting/conference /exhibit experience and one (1) year of supervisory or management experience. B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)
Meeting Coordinator	Acts as support personnel for meeting activities. Duties may include such activities as: preparing and shipping event materials; on site assistance at events; processing registrations, preparing letters of confirmation; developing charts and tables; preparing name badges, tents, certificates, etc. for speakers, presenters and participants; duplicating and distributing event materials; setting up conference meeting rooms; implementing meeting evaluation procedures; and aiding in the completion of documentation of participant attendance.	Minimum one (1) year of applicable experience. A.A./A.S. degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)
Registration Center Manager	Acts as support personnel for meeting activities. Duties may include such activities as: management of database, processing of registrations, and contact with participants regarding conference details and any related issues. Preparing name badges, tents, certificates, etc. for speakers, presenters and participants; duplicating and distributing event materials; implementing meeting evaluation procedures; and aiding in the completion of documentation of participant attendance. Preparation of financial documentation for all conference related revenues and expenses. Acts as support personnel for meeting activities. Provides travel coordination to meeting attendees. Contacts Traveler, makes travel arrangements,	Minimum one (1) year of applicable experience. A.A./A.S. degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)



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	issues ternary, processes travel requests and reimbursements.	
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Pricing for SIN 541-2000/2000RC- Other Direct Cost

EQUIPMENT	DAILY RATE
12 Channel Mixer	\$125.00
Self-powered speakers	\$75.00
Wireless Lavalier	\$100.00
Wireless Handheld Microphone	\$100.00
Floor Microphones	\$20.00
96' X 96' Screen	\$50.00
10 ft Screen	\$65.00
Centerfold Screens (108x108) used for groups of 150 or more	\$65.00
Trans converter	\$150.00
Video Cassette Recorder (VCR)	\$35.00
Overhead projector	\$40.00
Flip Chart Package	\$25.00
Speakers	\$75.00
Podium microphone	\$20.00
Desktop Overhead	\$40.00
Carousel project with emote	\$50.00
Mini plug adapter –sound for laptop	N/C
Laptop (min 256 megs or ram and Microsoft Suite)	\$100.00
Wireless mouse and sound pad	\$40.00
VGA distribution amplifier	\$50.00
Table top stands for microphones	\$5.00
Podium microphones	\$20.00
Video recording with an operator	\$75.00 equipment plus \$70.57/hr for operator
Wood/Laser pointer	\$35.00
Visualizer	\$200.00
LCD (with appropriate size cart and skirt – hooked to sound system – depending on the class size)	\$350.00
Audience Response System	\$200 per day
Audience Response Participant Input Device (per unit)	\$10.00 per day per unit
DVD	\$50.00



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SIN(s) PROPOSED	Name of ODC Element	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	GSA ODC Maximum Ceiling Price
541-2000	Food & Beverage Service	Per meeting	\$10,992.17
541-2000	Hotel room	Unit 1	\$252.84
541-2000	Ground Transportation	Per event	\$1,432.44
541-2000	Day Rate at Conference Center	Per person	\$98.39
541-2000	Meeting Room rental	Per day	\$42,205.24
541-2000	Laptop Rental	Unit 1	\$258.14
541-2000	Wireless Microphones	Unit 1	\$126.95
541-2000	LCD Data Projector	Unit 1	\$1269.52
541-2000	Mixing console	Unit 1	\$158.69
541-2000	Roll Cart	Unit 1	\$15.87
541-2000	Amplifier	Unit 1	\$52.90
541-2000	Screen	Unit 1	\$264.48
541-2000	Podium Microphone	Unit 1	\$31.74
541-2000	Wireless Mouse	Unit 1	\$42.32
541-2000	Laser Pointer	Unit 1	\$26.45

Meeting Services Inc. adds an approved 5% Mark-Up to Other Direct Costs



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Meeting Services Inc.

Corporate Capabilities Statement

Please visit our website: www.meetingservicesinc.com

**[FOR A PRINTABLE COPY OF OUR BROCHURE
DESCRIBING ALL OF OUR SERVICES, PLEASE CLICK HERE](#)**



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What Meeting Services, Inc. Has to Offer ---

Meeting Services Inc. ("MSI") is a small, woman owned, professional meeting planning services company. We offer a unique and extensively experienced team of meeting professionals for assistance with site selection, conference logistics, registration services, and full service meeting planning. MSI is founded on the belief that our growth and success is dependent upon a sustained commitment from every member of our organization to provide the highest quality of service available. We approach each task, both for ourselves and for our clients, with this philosophy in mind. Our purpose is to apply wisdom, insight, skills, and experience to assist our clients in achieving their goals.

INNOVATIVE ALTERNATIVE PRICING OPTION

In additional to a highly competitive hourly rate, MSI offers the option of providing professional meeting planning services without cost to your agency. We are able to obtain a fee (commissionable rate) from the host property which allows us to provide our services without costs to your agency. MSI has been extremely successful at obtaining per diem rates at a commissionable basis.

As our commitment to your conference for all meetings of 100 or more peak room nights, MSI will supply a trained professional to oversee your meeting at our costs. This places an experienced industry professional at your disposal to ensure the success of your meeting/conference. This also serves to relieve your workload and allow you to focus on other areas.



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Background and Expertise

Meeting Services Inc. offers a unique and extensively experienced team of meeting professionals for assistance with site selection, conference logistics, registration services, and full service meeting planning.

Our team coordinates hundreds of meetings per year. With 90% of our business concentrated in government agencies, we have a unique perspective on the needs of government meetings.

Meeting Services Inc.' offices are located in Washington, DC, Baltimore, MD and Greensboro. With substantial buying power and industry contacts, we are able to assist clients with highly competitive rates and high quality locations. Our goal is to make your meetings productive, profitable, and beneficial for your attendees and yourself.

Our team of trained, industry professionals can assist you in receiving the greatest impact at your meetings and the greatest value for your resources.

With our buying power and industry contacts, we are able to assist our clients with highly competitive rates and high quality locations. Over the past six years, we have perfected a specialized registration system that offers the optimum opportunity for customization and registration management.

In contracting with Meeting Services Inc., you are gaining the advantage of seasoned, professional meeting planners overseeing every aspect of your meeting functions.

Our team of professionals pride themselves in our involvement in government meetings and government meeting professional organizations. Each of our team members is an active member of the Society of Government Meeting Professionals. Cindy Smith, MSI's President, has served on the Board of Directors of the SGMP National Capitol Chapter for the past three years and was voted Contract Planner of the Year in 2001 and received the President's Award for Excellence in Service in 2002. Additionally, she was voted "One of the Top Meeting Professionals to Watch" by Convention South Magazine. Our team members have received numerous accolades in our industry for their efforts and successes.

Cindy served on the development team and as industry expert presenting a section of the pilot course of by Society of Government Meeting Professionals for the designation to be offered to government employees of Certified Government Meeting Professional (SGMP).



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Services Meeting Services Inc. Has to Offer---

Meeting Services Inc. has extensive experience in conference/events planning and trade show/exhibit coordination. We currently provide site selection, meeting planning and management for hundreds of conferences per year with government agencies, associations, and corporations. Our volume of business allows us to put our buying power and network of contacts to work for organizations with whom we work.

We are ever mindful of the bottom line costs of our client's conference and identify cost saving measures that are in the best interest of the organization. We search out and negotiate competitive pricing on the services required. Once contracts are established, we are diligent in the review of services to ensure the quality of those services and the delivery of the contract.

Services Include:

- ◆ Site selection
- ◆ Registration services including on-line registration
- ◆ Logistical planning
- ◆ On-site management
- ◆ Post conference review
- ◆ Speaker coordination
- ◆ Vendor coordination
- ◆ Exhibition Management

Specific qualifications of Meeting Services Inc. regarding conference planning and trade show management:

- ◆ Meeting Services Inc. coordinates and manages hundreds of events per year ranging in sizes from ten to thousands of attendees.
- ◆ 90% of our business is government agency business.
- ◆ Meeting Services Inc. has researched, previewed, and recommended speakers for high level conferences for numerous government agencies and associations.
- ◆ Meeting Services Inc. has been extremely successful in obtaining highly competitive rates for conference facilities, audio-visual, food and beverage, and support services for our clients.
- ◆ Meeting Services Inc. has documented saving of over \$611,000 for a government client. We take our responsibility personally to ensure the best dollar value for the Federal government.



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- ◆ We are able to offer extensive personal knowledge on properties under consideration. Additionally, this resource of industry experiences enables us to provide the most efficient and effective on-site management for our client's conference.
- ◆ Meeting Services Inc. can provide cost comparisons on food and beverage requirements and audio-visual requirements.
- ◆ It is our policy to bid technical requirements with companies outside the host hotel to ensure the agency is receiving the best possible price on audio-visual needs.
- ◆ Meeting Services Inc. has successfully coordinated and managed exhibitions featuring hundreds of exhibitors with several thousand conference attendees visiting the exhibit floor.
- ◆ We offer proven negotiation skills for contracting of required equipment including pipe and drape, trade show floor carpeting, decorating services, security, and technical needs for a highly successful trade show.
- ◆ Meeting Services Inc. offers its substantial marketing skills in the solicitation of trade show vendors, advertisers, and conference sponsors.
- ◆ Meeting Services Inc. has established checklist and vendor information formats for the coordination of trade show exhibitor (third party participant) requirements and the communication of vital information to exhibitors including trade show rules, shipping instructions, trade show guidelines, times for set-up and strike, preview and show hours, anticipated peak hours of traffic, and profile of trade show attendees. All this information is vital for the solicitation and retaining of committed exhibitors at trade shows.



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Registration Services

Meeting Services Inc. has developed a specialized registration system, which allows for tracking and management of all conference registration needs. This database can be customized to service your specific requirements. Additionally, we offer on-line registrations via a secured server. This service is available with a link from your web page directly to our registration page. Registration services include pre-conference services including all inquiries, correspondence such as confirmation letters, receipts of payment, cancellation letters, notices of substitution, and maintenance of database with conference registrants, panelists, and keynote speakers.

Our organization has successfully managed registration services for groups of 25 to several thousand. Our services include a registration telephone line, and fax line for the purpose of receiving conference registrations and inquiries. An 800 number can be dedicated to the organization for the cost of the incoming phone calls.

We receive registrations via fax, phone, mail, and electronically. At designated intervals, typically every two to three days, we process and mail confirmation letters which can be printed on your organization's stationery. Payments may be processed via check, purchase order and credits. Meeting Services Inc. offers full credit card merchant services both on-line and manually.

Specific qualifications of Meeting Services Inc. regarding registration services:

- ◆ Meeting Services Inc. coordinates registration services on an on-going basis for eight organizations. These organizations range in size from small local events to those for thousands of attendees.
- ◆ Meeting Services Inc. has spent substantial time and resources in the perfecting of our registration system. We are able to fully customize our system to accommodate your needs including special events, assignment of attendees to sessions, special needs, hotel reservations, and reporting information.
- ◆ We have established extensive guidelines for the safe guard of your registration funds.
- ◆ We offer proven experience in registration material development.
- ◆ Meeting Services Inc. offers full-computerized registration on-line and on-site.



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About Our Team

PERSONNEL QUALIFICATIONS:

Cindy L. Smith, CMP, CGC, CGMP, President

Cindy Smith is a Certified Meeting Professional as well as a Certified Government Contractor and Certified Government Meeting Planner with fifteen years experience in the areas of conference/special events management, marketing, administration, accounting, and law.

She offers excellent organizational and communication skills. She is experienced in working with all levels of organizational structures from government managers and executives to corporate executives/college administrators/board directors and support staff. Her proficiency in the areas of client relations, conference management, budgeting/accounting, public relations and staff management has been widely recognized by her industry and clients.

During her years in the industry, she has managed conference planning, registration procedures, and special event planning for groups of five to thousands of participants. Her client contacts include United States Postal Service Office of the Postmaster General, USDA Leadership Academy, USDA Farm Loan, FAA Administrators Safety Forum, FAA AFS New Technologies Workshop, FAA Aerospace Transportation conference, Society of Financial Examiners, Prevent Child Abuse, International Hunter Education, International Fish and Wildlife Agencies, NC Center for Nonprofits, Southeast Area Fish and Wildlife Agencies, and National Association for Computer Related Business.

Her background includes service as President of Meeting Services Inc. for the past sixteen years, Director of Conferences & Special Events for a university, and Assistant to the Comptroller for a major corporation. She began her professional career as a paralegal. With her varied experience and success in the meeting planning arena, she offers tremendous capabilities to her clients and conferences on which she participates.

Cindy was named "One of the Top 100 Meeting Professionals to Watch" by Convention South Magazine. She has served as a Director on the Board of Directors for the Society of Government Meeting Professionals National Capital Chapter. Her responsibilities included Membership Chairperson for the organization's largest chapter of 800, which is located in Washington, DC.

She was named "Contract Planner of the Year" for the Society of Government Meeting Professionals National Capital Chapter in 2001 and 2003 and received the President's Award for Excellence in 2002. Cindy has presented at numerous national conferences in the meeting planning industry. Cindy also serves as a member of the San Diego Convention and Visitors Bureau Advisory Board.

Cindy participated as program developer and instructor for the pilot session offered by Society of Government Meeting Professionals for an industry certification for government meeting planners. Cindy has been involved in the structure of the program, content of the



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course materials, and served as an instructor during the four day sessions in May of 2005. This program offers the designation as a “Certified Government Meeting Professional” to the successful participants and is the highest such designation in the Government meeting planning industry.

Additional professional recognition includes:

Meeting Professionals International Carolinas Chapter (MPI) – “Meeting Planner of the Year”
Society of Government Meeting Planners NATCAP- “Exemplary Service Award”

William C. Casey, PMP

Bill is a Program Director with extensive training, experience and accomplishments in both the public and private sectors.

As an individual contributor and manager in the private sector, he coordinated the engineering and maintenance of telecommunications power and switching systems for regional, national and international telecommunications corporations. These efforts required oversight of concurrent projects of varying size and complexity and management of day-to-day project activities and personnel.

Bill exercised similar expertise and knowledge on public and private projects in identifying and implementing technological solutions. In the private sector, his efforts and those of the team, integrated new engineering disciplines for seven previously independent companies. The results were published in multiple US patents, of which he is noted as inventor on four. His public sector work has also included contract work supporting the US Department of the Treasury – IRS, and the US Department of the Interior – USGS.

As an employee of the US Department of Housing and Urban Development, Bill managed a multi-million dollar project to integrate the management of funding for five segments within one of HUD’s departments.

He holds an active Top Secret Security Clearance.

Renée Spivey, Program Manager

Renée has been a program manager, presentation specialist, project manager, administrative specialist and technical writer for more than two decades. Her organizational skills and writing ability have been instrumental in securing contracts and sub-contracts with private and government entities for work including: logistical support for conferences and meetings; project management; exhibit supervision and presentation; editing manuscripts and manuals, design and production of printed materials related to training manuals and annual reports; internet research; remote office management, and assistance with proposal and bid preparation. She has provided meeting minute services for private, civic, and government clients.



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Renée has provided conference planning and administrative support services to Federal Aviation Administration on several projects including Office of the Administrator for Commercial Space Transportation's Annual Conference; The Administrator's Annual International Aviation Safety Forum, The Flight Standards Office's New Technologies Workshop. She has served as a virtual office manager for a major consulting service in the Washington DC area.

In 1999 Renée retired after 25 years of service in the federal government arena. Twenty-four of those years she worked for the Clerk of Court for the United States District Court for the Eastern District of Virginia (USDC-EDVA). During her last decade with USDC-EDVA she served as executive administrator for the Honorable T. S. Ellis, III who is a United States District Judge sitting in Alexandria, Virginia. As executive administrator she was responsible for the day-to-day operation and management of Judge Ellis' chambers including; maintaining confidential files and court proceedings; maintaining Judge Ellis' Court calendar and his speaking engagements; arranging travel; and screening applicants for positions as law clerk. Renée has been recognized for her organizational excellence, her writing ability, her attention to detail, and for her IT skills.

Renée strives to remain current and has stayed close to the cutting edge with changing technology and software advancements. She is proficient in design, production, data management and collaborative software applications including The Microsoft Products and to some extent the Groove Network (new to the Microsoft Office Suite).

Renée is currently enrolled in the renowned Event Management Certificate Program presented by the International Institute of Tourism Studies at The George Washington University School of Business with completion expected fall 2007.

She held a Top Secret, SCI Clearance assigned by the Department of Justice during her career with the United States District Court (last updated in 1997).

Cynthia P. Casey, Meeting Coordinator

Cynthia is an experienced project coordinator and visual communications designer for both technical and non-technical projects. Her experience has spanned more than thirty years supporting large and small organizations and her own entrepreneurial projects.

Throughout her career, Cynthia has employed strong project management skills in planning, monitoring, and controlling large and small projects and events. These activities have included: design, procurement and installation coordination of telecommunications systems for national and multi-national corporations; planning and coordinating conference activities for regional companies; consulting to individuals in planning large personal events.

As the owner/operator of a visual communications design enterprise, Cynthia has honed her skills in graphic design and in developing a wide variety of documents including: business plans; training materials; brochures and pamphlets; personal and office stationery; event booklets. She is also the editor of a quarterly newsletter and the distributor for several suppliers' lines of print products (invitations, seasonal cards, stationery).



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She has maintained proficiency with a wide variety of commercial (Microsoft Office suite, Adobe Master Collection) and company specific computer applications including but not limited to: publication design and production; data management; word processing; presentation generation; payroll; and mail.

Cynthia has been serving MSI's clients for over five years.

Deborah Wilborn, Registration Center Manager

Deborah has over twelve years experience in professional administrative support functions. She has served as Registration Center Manager for Meeting Services Inc. for the past six years. In this capacity, she works closely with the website development team on the design, layout, and function of the on-line registration services.

She is responsible for database management for information received from the on-line registration as well as those which are mailed or faxed to the processing center. In her daily operations, she develops reports for the database which meet the specific needs of clients, fields questions from participants, provides confirmation either email and/or written, assembles and distributes any pre-course materials, provides participants listing and assembles on-site materials. She is also skilled in the development and reporting of evaluation forms and results.

Deborah's background includes serving as a Sales Team Administrator for a large Security Firm specializing in commercial alarm systems. This position required the management of a sales team consisting of 10-15 members.

Deborah prepared and oversaw contract negotiations, contracts, delivery schedule and installation schedules.

Her skill set offers excellent opportunity for project management, database development and implementation, on-site management and post conference review.

Jeffrey Lee, Technical Director

Jeffery is a seasoned audiovisual professional with over fifteen years experience in providing highly technical audiovisual services to a wide variety of clientele.

In this capacity, he holds responsibility for daily operations and personnel management, audiovisual coordination and fiscal operation. Jeff works closely with clients in determining how best to meet their needs and offers solutions for challenges his client's may face.

His background includes serving in positions ranging from Assistant Audiovisual Service Manager to Director of audiovisual services in a hotel facility with an annual operation budget of \$200,000. This wide range of experience enables Jeff to provide practical, economical options to his clients for their audiovisual needs.

Jeff has managed audiovisual requirements for clients from the Baltimore City School System, to CMSO, and the likes of Congressman Elijah Cummings. This variety in the types of



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clients demonstrates Jeff's expertise, level of experience, and his ability to work with a diverse clientele.

Paula Dederling, Graphic Designer

Paula enjoyed tremendous success with both government and corporate/association industries with regards to graphic design, collateral material development, production of conference materials and logo development. Paula's expertise includes not only graphic design and editing but also the experience of having owned and operated a print company.

Meeting Services Inc. is pleased to offer the expertise and experience of Paula Dederling. Paula has over 15 years in the areas of graphic design, printing, publication, and newsletter development. Paula Dederling has successfully collaborated on the development, design and production of a newsletter for a national government organization with over 900 members. Her publications have won the highest honors in their industry over the past several years.

David Ross, Programmer and Technical Director

David has been working in diverse IT and related fields since 1993, including website design and development, database management, project management, team leadership, application development, interactive CD-ROM applications, end-user training, customer and technical support. David has held positions in the Internet and Marketing, Insurance, Computer Retail, Computer Support, Voice-Response, and Trucking industries. David developed interactive CD-ROM applications for Spin Communication, sold and installed computers and networking equipment for Prism Computer Services, LLC, developed voice-response applications for Jefferson Pilot Financial and Integon Insurance, and managed a voice-response application development team at Syntellect, Inc. in Phoenix, AZ.

His specialty is customized websites addressing registration needs and related areas for small business and government agencies.

Additional team members

In addition to our team outlined, we have a network of highly skilled contractors who assist us through the United States with the serving of our clients.



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Sampling of Past Performance and Range of Experience for Meeting Services Inc.

Air Force Reserve Command	Provide meeting planning services and logistical support to over 40 meetings per year to the Air Force Reserve Command Yellow Ribbon Program. These meetings involved management of numerous locations and logistical including breakout sessions, coordination of child care arrangements and management of budgets. Conference Size 350-650. Duration
Comptroller of the Currency	Provide registration services for Bank Directors Workshop held throughout the United States including registration of participants, pre-course materials, conference materials and post conference reporting Conference size 50-60 per session; 18-20 sessions per year
Center for Disease Control	Providing conference support to the Unintended and Teen Pregnancy Prevention Research Conference in Atlanta, GA on May 7-8, 2006. This is a presentation of scientific findings and facilitation of findings to programs. Conference 60-80. Duration 2 days
United States Postal Service	Annual National Executive Conference. Strategic vision and planning meeting for top postal executives. Hosted by USPS Postmaster General Conference size: 1,400-1600. Duration 4 days.
Microstrategy Corporation	Annual meeting for company. Strategic vision and sales meeting. Provided site selection, registration services and logistical support Conference Size 4500. duration 3 days
FAA Annual International Safety Forum	Annual international forum hosted by the FAA Administrator for top level FAA personnel and CEOs, Presidents of major aviation industry corporations. Focuses on safety issues, challenges, and potential solutions within the aviation field. Conference 400-500. Duration 2 days
FAA AFS New Technologies Workshop	Annual workshop hosted by FAA for the Aviation industry to discuss and explore new technologies in the aviation field. Attended by top level aviation professionals and FAA Executives. Conference size: 1,000-1,200. Duration 2 Days



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FAA AST (Space Transportation)	Annual training conference: training for 300 space and space technology government and private sector professionals: Conference size 300. Duration 2 days.
FAA –JAA	Annual Harmonization conference between Federal Aviation Administration And Joint Aviation Authority: Annual conference for the discussion and policy making of regulations for uniform air traffic control issues. Delegates from US, Europe, Canada, and Asia. Conference size: 300. Duration: 5 days.
USGS	Provide meeting planning services for USGS conferences both domestically and internationally. Logistics include conference management, speaker management, translations and transcription services. Conference Sizes -80-200. Duration 3-5 days.



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HHS – Centers for Medicare and Medicaid	Medicare and Medicaid Training Sessions November 2003 through present. Meeting Services Inc. has provided support and audio visual services to training sessions for CMS for the past 2 years in over 67 locations nationally.
Bell Helicopter – Military Technical	Local and international meetings. Manage all training seminars both domestically and internationally for groups of 20- 200 attendees. Approximately 10-15 seminars per year.
USDA Leadership Academy	Government agency which offers management training for government employees. MSI provides site selection, logistics planning and on-site management. Conference size: 400 persons. Duration: 5 days
USDA Farm Loan	Government agency offering management training. MSI provides site selection, logistical support and on-site management. Conference size: 100-400 Duration 5 days
United States Postal Service - Diversity	Government agency. Annual Meeting for Diversity Awards United States Diversity. MSI provides site selection, logistic planning, assistance, on-site management and post conference review. Conference size 350, Duration 4 days.
United States Postal Service	Government agency hosting some 150-200 meetings per year. MSI manages all site selection, logistical support, and on-site management in cooperation with the Regional and Headquarter staff and the Procurement office.
Arizona Parks & Recreation Association	State Association. Annual Meeting for Parks and Recreation employees. and vendors throughout the state of AZ. MSI provides site selection, logistical planning assistance, registration services and on-site management. Conference size 350-450. Duration 5 days.
Society of Financial Examiners	Association of Bank and Insurance Examiners which meets once a year. MSI provides complete meeting planning services Conference size: 600. Conference duration: 4 days.
Prevent Child Abuse, NC	Agency which provides training for Social Workers, Domestic Violence Advocates. MSI performs complete meeting planning and registration services.



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	Conference size: 800-1,000. Conference duration 3 days
Seventh Day Adventists	International and domestic conferences and training workshops for thousands of attendees. Approximately 25-30 sessions per year.
American Society of Civil Engineers	Provides continuing education throughout the country for Civil Engineers. 30 meetings a year
US ARMY-National Guard	MSI assist in the placement of service men and woman around the North America and the Caribbean to complete missions throughout the year. Each mission has between 45 and 300 rooms per night from 3 weeks to 6 months.
NC Center for Nonprofits	Association of nonprofit organizations across the state of NC. Annual conference for networking, funding and educational purposes. Conference size; 1,000-1,200. Duration 2 days